



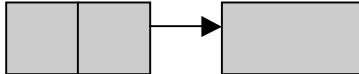
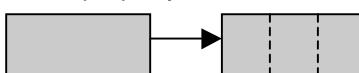
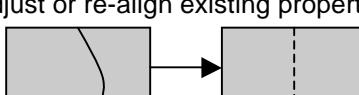
# Village of Tahsis

## SUBDIVISION APPLICATIONS

*A Guide To The Subdivision Application Process*

### When is an Application Required?

Subdivision is the process of altering property boundaries. This is a formal process, requiring approval from the Village of Tahsis Approving Officer, and registration of the new subdivision at the Land Titles Office. A subdivision application is required if you wish to:

- Consolidate two lots into one.  

- Split one property into two or more lots.  

- Adjust or re-align existing property lines  


### Application Fees

Page 4 of this handout outlines the main costs involved in subdivision. Applicants should carefully review all costs before proceeding. **Application fees** are required at 3 stages of the process:

- Initial inquiry – Applicants should confirm property zoning and discuss the proposal with the Village of Tahsis early in the process. **Note: No fee is charged for routine counter or phone inquiries regarding zoning and minimum lot sizes.**
- Preliminary Application – Any requests, which involve staff review of the site and its subdivision potential, are considered to be a preliminary application. An application fee of \$500 is required.
- Detailed Application – A fee of \$ 1000 plus \$200 per additional lot created is required upon submission of the detailed application.
- Plan Signing Fee – Prior to final approval, a plan signing fee of \$750 is required.

### Overview of the Application Process

*The following general steps are followed in the application process. Please refer to following pages for details.*



<p>Applicants should review the property zoning, minimum lot size and other requirements with the Village of Tahsis. Applicants should also review the proposed development with nearby residents early in the process.</p>	<p>Applicants submit a preliminary application with the required fee. All departments review the proposal and identify specific requirements that will apply.</p>	<p>Applicants submit a detailed application, including house plans, landscape plans, Arborist report, environmental assessment and servicing plans, with required fees. Village departments, adjacent neighbours, the local Community and other agencies review these where applicable.</p>	<p>All requirements and conditions that must be met prior to final approval are identified in the Conditions Summary letter. Once all conditions are met, applicants can then submit final plans.</p>	<p>Final survey plans, covenants, servicing agreement and any other documents are submitted to the Approving Officer. Any required fees and security deposits must also be paid at this time. If all conditions have been met, final approval is given and the plans are signed. The applicant then registers the plans at the Land Title Office.</p>
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## Initial Inquiry

Before you consider subdividing, there are several key considerations that should be discussed with Village staff:

- **Trees** – Retaining trees is a high priority in the Village of Tahsis, and any existing trees and mature vegetation should be taken into account as part of the subdivision design.
- **Steep slopes and environmental concerns** – If your property has steep slopes on part or all of the lot, or is adjacent to a stream or ravine, retaining those features in their natural state will be a priority during the subdivision process. Or, if soil conditions warrant detailed geotechnical study, special conditions may apply. Where these conditions exist (designated Development Permit areas), a DP application must be submitted, and the DP approved by Council prior to subdivision approval.
- **Zoning** – The zoning bylaw and subdivision bylaw specify the minimum lot area, depth and width that must be provided for each new lot. New houses should also be compatible with siting, scale and general appearance of adjacent homes.
- **Neighbourhood Character** – Before approving a subdivision, the Approving Officer must ensure that the proposed subdivision is in the public interest. Applicants should discuss their proposal with adjacent property owners early in the process, and ensure that their development fits with the established character of the neighbourhood.
- **Servicing** – All lots must be connected to Village water, sanitary sewer, and storm drainage systems. Upgrade of these services and the adjacent road (curb, gutter, sidewalk and road surface) may be required. The preliminary application review will identify the necessary upgrades. Applicants must also upgrade hydro, telephone, cable, and gas services to the new lots and should contact utility companies directly for these requirements.

## Other Applications May be Required

Some subdivision applications will require additional applications and approvals before subdivision approval can be granted. This may include a **development variance permit** (for example, to vary the siting of a home from the zoning bylaw standards); or a **development permit** (if the property is in a designated Development Permit Area for protection of the natural environment or protection of development from hazardous conditions) or **rezoning** (for example to allow a different minimum lot size).



## Preliminary Application

The preliminary application process provides an initial review of the proposed subdivision, and a summary of all Village requirements so the applicant can decide whether to proceed with a detailed application.

### Submission Requirements:

The preliminary application does not require legal survey plans, but sufficient information must be provided to allow for staff review of the site. Submission requirements are listed in detail on the application form, and include the following:

- Application fee of \$500 and completed application form.
- Signature(s) of the registered property owners or written authorization for an agent to act on their behalf;
- Current title search for the property;
- A sketch plan indicating:
  - the dimensions of the property;
  - the size and dimensions of the proposed lots;
  - the location and setbacks of any buildings proposed to be retained;
  - the location of any trees on the site;
  - any natural features such as steep slopes, ravines or streams.
- Details of any existing covenants, rights-of-way, surveys or studies related to property should be provided, if available;
- Photos of the site and adjacent properties (including properties across the street).

### Village Review

The Staff will coordinate the review of the preliminary application with all relevant Village departments. The review will include site visits and assessment of the feasibility of the subdivision proposal relative to Village requirements.

### Summary Letter to Applicant

Following the review by all Village departments, a letter will be issued to the applicant which:

1. Indicates general staff support for the subdivision proposal or identifies reasons why staff would recommend that the Approving Officer deny a detailed subdivision application if pursued; and
2. Summarizes all Village requirements, to proceed to a detailed application. Any additional studies needed (such as geotechnical reports or an Arborist report) will be identified.

Based on this information, the applicant can then decide whether to proceed with the detailed application (and any concurrent applications that may be needed).

## Detailed Application

The detailed application involves submission of more comprehensive information, including any necessary technical reports or requirements identified in the preliminary application letter. Detailed house plans and landscape plans are also required at this stage.

### Submission Requirements:

The detailed application requirements include all items listed in the summary letter from the preliminary review. The detailed requirements generally include the following. **Incomplete applications will not be accepted:**

- Application fee and completed application form;
- Owner's signature and/or written authorization for agent to act on owners behalf;
- Topographic survey at 1:100 scale with 1m contour intervals (6 copies – 1 paper original & 5 copies);
- Tree Survey (prepared by BCCLS) (6 copies)
- Arborist Report (prepared by a qualified Arborist) (6 copies)
- Subdivision Plan (prepared by a BCCLS) indicating all property dimensions; (6 copies)
- Fully dimensioned house plans for each lot, with all building elevations and building materials indicated; (6 copies)
- Landscape plans for each lot prepared by a BCLA, including a tree retention and protection plan and proposed new landscape plan for the lots and adjacent boulevard; (6 copies)
- Servicing plan professional engineered at 1:100m scale to Village standards indicating all existing and proposed servicing (6 copies).

### Processing Procedures

- **Department Review** - Review with Environment, Engineering, Parks, Fire, Building, Transportation and any other relevant departments.
- **Referral to neighbours and Community** – The proposed subdivision, house plans and landscape plans are referred to neighbouring property owners and the local Community for review and comment.
- **Plan Revisions** – Applicants may be requested to revise plans to respond to issues raised by Village staff, neighbours or the Community.
- **Information Report to Council** - Although Council does not approve subdivisions, an information report on the application, including any comments from neighbouring owners, is provided to Council by Staff.
- **Summary Letter to Applicant** - Once all responses have been received, a detailed letter is sent to the applicant listing any changes to be made, and all outstanding requirements to be met before final approval can be given. This letter will also specify any fees and charges that must be paid prior to final approval.

## Timing for Subdivision Approvals

Timing for the subdivision process will depend both on the complexity of the proposal and the quality of the applicant's submission. Well-prepared applications and prior discussion with nearby property owners can greatly assist in reducing processing time.

**Simple subdivisions to create 2 lots** generally take approximately 6 months from preliminary application to final approval. This timing assumes that:

- the application is complete and well prepared;
- the proposal fits the character of the area and there are no issues to be resolved with neighbouring properties.
- the subdivision meets all bylaw provisions and no variances or rezoning are needed;
- there are no issues related to tree retention or environmental protection;
- there are no delays in the applicant's submission of any supplementary information.

**More complex subdivisions can take from 6 months up to one year (or more).** These subdivisions may involve larger sites with more lots. They may also require variances of bylaw standards or rezoning; or may involve sites within Development Permit Areas (for environmental protection or hazardous conditions such as steep slopes or creeks). More complex subdivisions often require concurrent applications which require public consultation and Council approval.

### What Can I Do To Reduce Delays With My Application?

The following recommendations are noted to ensure timely completion of subdivision applications:

- Submit the required number of plans, and all supporting information in one complete package. Clear, professionally prepared plans require fewer revisions.
- Retaining existing trees and vegetation are very important issues in the Village of Tahsis. Applicants should carefully review the site with their Arborist and landscape architect to ensure these features are taken into consideration **at the start of the project**. Applications can take considerably longer if they must "go back to the drawing board" to incorporate existing trees and vegetation.
- Most new subdivisions in the Village are in the form of "infill" development in existing neighbourhoods. Applicants should carefully consider the design and setbacks of existing homes and landscaping in their project to ensure that their proposal fits well with the established character of the neighbourhood.

## WHAT COSTS ARE INVOLVED IN SUBDIVIDING?

The following list provides a summary of the approximate costs incurred by **a typical** simple subdivision application. In total, a simple application to subdivide 1 property into 2 lots may incur total costs in the range of \$15,000 to \$25,000 (exclusive of consulting fees). **Applicants are advised that any unusual site conditions can alter these costs significantly.** Larger subdivisions will generally incur additional servicing upgrades such as road, sidewalk, curb and gutter construction, and underground wiring, and costs will increase accordingly.

	Cost	When Paid
<b>APPLICATION FEES</b>		
• Preliminary Application Fee	\$500	With initial application
• Detailed Application Review Fee	\$1000, plus \$200 per additional lot created	With detailed application
• Plan Signing Fee	\$750	Prior to plan signing
<b>SERVICING UPGRADES</b> -The exact upgrading needed will depend on condition and location of existing services, and may be required for one or both lots.		
• Water connections	\$1,500 per lot minimum	Paid in full prior to plan signing. Where exact cost is not known, an estimated amount is taken by the Village as security.
• Sanitary sewer connections	\$1500 per lot average	
• Storm sewer connections– varies depending existing services	\$1500 per lot average if required	
• Driveway crossings	\$350 per lot minimum	
• Hydro, telephone and cable connections	Consult utility. Costs can range from \$3,500 to \$5,000 per lot depending on location of services	Paid directly to utility companies. The Village may require a security deposit for these items.
<b>LANDSCAPING (Site and boulevard)</b> Landscape costs can vary widely, depending on existing trees and vegetation and character of area.	Security deposit taken for 100% of the value of approved landscaping. Estimate to be submitted based on landscape plans	Security deposit required prior to plan signing (this is returned upon completion of landscaping).
<b>PROFESSIONAL FEES</b> – Applicants will require most or all of the following consultant services during the subdivision process:	Please check with the appropriate professionals for estimates of these costs.	
• Tree Survey (of existing trees)	"	With detailed application
• Arborist Report (by certified Arborist)	"	
• Landscape Architect (for lots and boulevard)	"	
• House designer or architect (detailed plans for new houses)	"	
• Civil Engineer (generally only needed for servicing design in new subdivisions)	"	
• Legal Survey plan of subdivision	"	Prior to plan signing.
• Legal Fees (registration at Land Title office etc.)		